PUBLIC SCHOOL ADMINISTRATION II

Course Number: EL 5503
Semester Hours: 3
Prerequisites: Graduate Status and satisfactory completion of EL 5502
Limitations on Enrollment: 25
Required: For principal and supervisor candidates, elective for school business administrators.

Catalog Description

Advanced analysis of organizational theory applications in public school setting. Emphasis on personnel administration, leadership theory, systems analysis and planning to bring about controlled change in the public school setting.

N.B. In order to insure full class participation, any student with a disability condition requiring special accommodations (e.g., tape recorder, special adaptive equipment, special note taking or test taking procedures) is strongly encouraged to contact the professor at the beginning of the course.
I. Course Objectives

Students will achieve growth towards becoming informed, dynamic professionals by developing proficiency in knowledge, skill application and value development, as evidenced by demonstration of the ability to:

A. analyze organizational structures in elementary and secondary urban and suburban schools. (Knowledge/Skills)

B. develop a workable and adaptable personal leadership style. (Knowledge/Skills/Values)

C. evaluate current research and operational innovations to address emerging problems in the schools. (Knowledge/Skills/Values)

D. evaluate socio-political influences and their effect on leadership values and disposition. (Knowledge/Skills/Values)

E. apply systems methodologies in goal planning, needs assessment, and evaluation. (Knowledge/Skills)

F. apply change management theory and leadership theory. (Knowledge/Skills/Values)

G. evaluate personnel recruitment, selection, assignment and evaluation methods and issues. (Knowledge/Skills/Values)

H. analyze public employer-employee relations, laws, collective bargaining, contract administration, and dispute resolution procedures. (Knowledge/Skills/Values)

II. Course Content
A. Legal, historical, and philosophical traditions and the organization and program structure of American elementary and secondary urban and suburban schools

1. Political systems and power
2. Organizations as Culture

B. Theoretical, functional, and research perspectives of the role of the leader

1. The school administrator as a leader
2. Leadership vs. management
3. Leadership styles

C. Process of Inquiry

1. Traditional research on school effectiveness
2. Action research on school effectiveness
3. Mutual problem solving in schools

D. Socio-Political Influences on Leadership Values and Disposition

1. Values and value systems
2. Values and organizational cultures
3. Meta values

E. Systems Theory and Educational Administration

1. Properties of systems
2. Organization implications of systems
3. Systemic interventions

F. Change Management

1. Resistance to change
2. Models for planned change
3. Leadership and change
4. Effectuating educational change

G. Building school personnel
1. Personnel planning  
2. Recruitment of personnel  
3. Selection of personnel  
4. Induction of personnel  
5. Assignment, transfer, discipline, discharge and reductions in force  
6. Evaluation of certificated and non-certificated personnel  
7. Pertinent state and federal law

H. Employer-employee relations

1. Public employee-employer relations law  
2. Defining bargaining units  
3. Contract administration  
4. Grievance and arbitration  
5. Unfair labor practices

III. Methods of Instruction

A. Supplementary reading  
B. Participation in class discussions  
C. Participation in problem simulations  
D. Individual presentations (oral and/or written)  
E. Field activities

IV. Methods of Evaluation

A. Assessment of individual projects and classroom contributions (Knowledge/Skills/Values)  
B. Written tests (Knowledge/ Skills)  
C. Research papers (Knowledge/Skills/Values)
V. **Recommended Text**


VI. **Bibliography**


VII. Seminal Works


Supervision of teaching (pp. 35-52). Alexandria, VA: ASCD.


VIII. **Non-Print** (CIRT Collection)

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<td>Competency Based Education</td>
<td>C-633</td>
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<tr>
<td>Educational Supervision: Dead or Alive</td>
<td>C-208</td>
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IX. Web Sites

1. www.aasa.org  American Association of School Administrators
3. ericir.syr.edu  Ask ERIC
4. www.ascd.org  Association for Supervision and Curriculum Development
8. www.nsba.org  National School Boards Association
9. www.njasa.net  New Jersey School Administrators Association
10. www.state.nj.us/education  New Jersey Department of Education
11. www.edweek.org  Education Week
12. www.nj.com  New Jersey on Line
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<td>13.</td>
<td><a href="http://www.njascd.org">www.njascd.org</a></td>
<td>New Jersey Association for Supervision and Curriculum Development</td>
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<td>14.</td>
<td><a href="http://www.njpsa.org">www.njpsa.org</a></td>
<td>New Jersey Principals and Supervisors Association</td>
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<td><a href="http://www.njasbo.com">www.njasbo.com</a></td>
<td>New Jersey Association of School Business Officials</td>
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